

## Staffing Requirements

**Provider:**

**Staff/Title:**

**Date of Hire:**

*Part II. Section I. D.1 General Training:*

Two Hours of training within the first week of employment;

1. Orientation to requirements of this Contract.
2. Review of the DHS Provider Code of Conduct (Signed, dated, in personnel file / one time)
3. Emergency Management and Business Continuity Plan
4. Abuse and Harassment Training, including;
  - a. Zero-tolerance policy for abuse & harassment
  - b. How to comply with agency's abuse & harassment P&P
  - c. Client's right to be free from abuse & harassment
  - d. Client and employee right to be free from retaliation for reporting abuse & harassment
  - e. How to detect and respond to signs of threatened and actual abuse
  - f. How to avoid inappropriate relationships with Clients
  - g. Complying with laws related to mandatory reporting of abuse

*Part II. Section I. D.2., DV Training Requirements:*

If providing offender services:

1. 24 Hours of training specific to DV provided by UADVT within the last two years (before providing services)

If providing survivor (adult/child/youth) services:

2. 24 Hours of training specific to trauma-informed care endorsed in writing by UADVT within the last two years (before providing services)
3. Campbell Danger Assessment Certification (All employees who provide DV services)
4. C-SSRS / Columbia Suicide Severity Rating Scale Certification (All employees who provide DV services)

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*Part II. Section I. D.2.b., On-Going Training Hours*

If providing offender services:

1. 16 Hours of on-going DV training provided by UADVT

If providing survivor (adult/child/youth) services:

2. 16 Hours of on-going DV training endorsed by UADVT
3. Maintain Campbell Danger Assessment Certification (All employees who provide DV services)
4. Maintain C-SSRS / Columbia Suicide Severity Rating Scale Certification (All employees who provide DV services)
5. Emergency Management and Business Continuity Plan

*Part II. Section I. D.3., Training Assessment and Documentation*

Documentation for all training shall include:

1. Title and brief description
2. Date training completed
3. Duration of training
4. Instructor name and qualifications
5. Employee signature
6. Documentation of employee competency